



IDAHO DEPARTMENT OF  
HEALTH & WELFARE

Division of Licensing & Certification

DDA/ResHab Certification - Statement of Deficiencies - Recertification

<b>Agency:</b>	AAA Homecare	<b>Region(s):</b>	3
<b>Agency Type:</b>	Residential Habilitation Agency	<b>Survey Dates:</b>	5/12/15-5/13/15
<b>Certificate(s) Renewed:</b>	RHA-262	<b>Certificate(s) Granted:</b>	<input type="checkbox"/> 6 - Month Provisional <input type="checkbox"/> 1 - Year Full <input checked="" type="checkbox"/> 3 - Year Full

Rule Reference/Text	Findings	Agency's Plan of Correction (Please refer to the Statement of Deficiencies cover letter for guidance)	Date to be Corrected (mm/dd/yyyy)
16.04.17.202.03.b. 202. ADMINISTRATOR. 03. Responsibilities. The administrator, or his designee, must assume responsibility for: b. Developing and implementing policies and procedures for agency staff and provider training, quality assurance, evaluation, and supervision; (3-29-12)	<p>Review of agency documentation revealed that the agency failed to implement policies and procedures related to staff and provider training.</p> <p>As an example, agency policy states that supported living staff will be certified in CPR and First Aid prior to employment and renew as necessary. A review of records for employee #5 revealed that the employee was not certified in CPR prior to employment or renewed as necessary.</p>	<p>1. Care Coordination Manager has implemented new checkoff list to be reviewed upon employee hire, verifying needed training is completed prior to start date. Affected staff was limited to employee #5. Said employee has not been recertified, as she is no longer working under ResHab program.</p> <p>2. Care Coordination Manager and Care Coordinators will be responsible for the corrective action.</p> <p>3 Care Coordination Manager and Care Coordinators will conduct quarterly quality assurance checks on current ResHab staff to ensure CPR/1st Aid certifications are current and up to date Upon future discovery of an expiered or</p>	6/1/2015



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		<i>void certification, Care Coordination Manager will remove said staff from work, until necessary training is completed. 4. 4.06/01/2015 is the date corrective plan will be completed 5. Enclosed is the ResHab tracking sheet, showing all employees and when the appropriate certification and training was completed.</i>	
16.04.17.203.06. 203.STAFF RESIDENTIAL HABILITATION PROVIDER TRAINING. Training must include orientation and ongoing training at a minimum as required under IDAPA 16.03.10, "Medicaid Enhanced Plan Benefits," Sections 700 through 706. Training is to be a part of the orientation training and is required initially prior to accepting participants. All required training must be completed within six (6) months of employment with a residential habilitation agency and documented in the employee residential habilitation provider record. The agency must ensure that all employees and	<p>Review of agency documentation revealed that the agency failed to ensure that all employees receive orientation training in the area of First Aid and CPR.</p> <p>Records for employee #5 revealed that employee was hired 2/4/15 but never received CPR training as part of orientation training or prior to accepting participants.</p>	<p><i>1. Care Coordination Manager has implemented new checkoff list to be reviewed upon employee hire, verifying needed training is completed prior to start date. Affected staff was limited to employee #5. Said employee has not been recertified, as she is no longer working under ResHab program.</i></p> <p><i>2. Care Coordination Manager and Care Coordinators will be responsible for the corrective action.</i></p> <p><i>3 Care Coordination Manager and Care Coordinators will conduct quarterly quality assurance checks on current ResHab staff to ensure CPR/1st Aid</i></p>	6/1/2015



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contractors receive orientation training in the following areas: 06. First Aid and CPR. First aid, CPR, and universal precautions. (7-1-95)		<i>certifications are current and up to date Upon future discovery of an expired or void certification, Care Coordination Manager will remove said staff from work, until necessary training is completed. 4. 4.06/01/2015 is the date corrective plan will be completed 5. Enclosed is the ResHab tracking sheet, showing all employees and when the appropriate certification and training was completed.</i>	
16.04.17.301.03.i 301. PERSONNEL. 03. Personnel Records. A record for each employee must be maintained from date of hire for not less than one (1) year after the employee is no longer employed by the agency, and must include at least the following: i. Evidence of current CPR and First Aid certifications; and (7-1-95)	Review of agency documentation revealed that 1 out of 6 employee records (employee #5) lacked evidence of current CPR certification.	<i>1. Care Coordination Manager has implemented new checkoff list to be reviewed upon employee hire, verifying needed training is completed prior to start date. Affected staff was limited to employee #5. Said employee has not been recertified, as she is no longer working under ResHab program. 2. Care Coordination Manager and Care Coordinators will be responsible for the corrective action. 3 Care Coordination Manager and Care Coordinators will conduct quarterly</i>	6/1/2015



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		<i>quality assurance checks on current ResHab staff to ensure CPR/1st Aid certifications are current and up to date Upon future discovery of an expired or void certification, Care Coordination Manager will remove said staff from work, until necessary training is completed. 4. 4.06/01/2015 is the date corrective plan will be completed 5. Enclosed is the ResHab tracking sheet, showing all employees and when the appropriate certification and training was completed.</i>	
16.04.17.501.06.b. 501. ENFORCEMENT PROCESS. 06. Failure to Comply. The Department may impose one (1) or more of the remedies specified in Subsection 501.02 of this rule if: (3-29-12) b. The residential habilitation agency has failed to correct the deficiencies stated in the agency's accepted plan of correction and as verified by the Department, via resurveys.	A review of agency records has determined that the agency failed to correct deficiencies found during the agency's previous 2012 survey.  The agency was found to be in violation of rule 16.04.17.202.03.b and 16.04.17.301.03.i during their 2012 survey and 2015 survey.	<i>1. New management has been in place, as of March 2015 Care Coordination Manager will refer to hire checkoff list for all potential employees to ensure training and certifications are current.. 2. Care Coordination Manager and Care coordinators will be responsible for corrective action. 3. Care Coordination Manager and Care Coordinators will conduct quarterly quality assurance checks on current</i>	6/1/2015



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		<i>ResHab staff to ensure CPR/1st Aid certifications are current and up to date. Tracking sheet has been created to ensure all employees working under the ResHab program are current with CPR and 1<sup>st</sup> Aid. 4.06/01/2015 is the date corrective plan will be completed 5. Enclosed is the ResHab tracking sheet, showing all employees and when the appropriate certification and training was completed.</i>	

<b>Agency Representative &amp; Title:</b> Yesenia Gil, AAA Home Care Coordination Manager <i>* By entering my name and title, I agree to implement this plan of correction as stated above.</i>	<b>Date Submitted:</b> 6/8/2015
<b>Department Representative &amp; Title:</b> Kerrie Ann Hull, LMSW <i>* By entering my name and title, I approve of this plan of correction as it is written on the date identified.</i>	<b>Date Approved:</b> 6/9/2015